

## EXAMINER/PROCTOR APPLICATION

GED-007 (rev. 8/2002) Please duplicate form as needed

INSTRUCTIONS: **Please print or type.** Read the statements below and all referenced documents. Incomplete applications will be returned to the testing center. Mail completed application to: State GED Office; CA Department of Education; 1430 N Street, Suite 5408; Sacramento, CA 95814

**PLEASE NOTE: All applicants will be contacted to ensure eligibility before applications are approved.**

CENTER ID NUMBER - REQUIRED FOR CURRENT CENTERS		<b>STATE GED OFFICE USE ONLY</b>			
		Examiner approved	Mailed to GEDTS	Entered/Phoenix	Chief Examiner/Internet App.
TESTING CENTER NAME			TESTING CENTER TELEPHONE		
ADDRESS		CITY		ZIP	
APPLICANT NAME			DAYTIME TELEPHONE		

**ADD POSITION** - To add a testing center staff person, check either "Chief Examiner," "Alternate Examiner" or "Proctor."

CHIEF EXAMINER 	ALTERNATE EXAMINER 	PROCTOR 
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**DELETE POSITION** - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner's assignment at the testing agency has not changed.

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**EDUCATION -- ALL APPLICANTS MUST COMPLETE** GED Chief Examiners and Alternate Chief Examiners must hold at least a bachelor's degree from an accredited college or university and must have experience in teaching, training, counseling, or testing. Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in test administration may be eligible for an exception to this policy, with the written approval of the State GED Administrator and GEDTS. Proctors must have a high school diploma or equivalent.

NAME OF SCHOOL	COURSE OF STUDY	DEGREE EARNED	DATE COMPLETED

**CURRENT ASSIGNMENT/EXPERIENCE -- ALL APPLICANTS MUST COMPLETE**

FROM	TO	DESCRIPTION OF DUTIES

**RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT**

	Candidate	Chief Examiner
The candidate meets eligibility requirements as outlined in the <i>GED Examiner's Manual</i> .		
The candidate is not involved in GED Instruction or ABE instruction.		
The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials.		
The candidate knows testing policies as presented in the <i>GED Examiner's Manual</i> , has been trained by an authorized examiner at the testing center (TRAINING DATE: _____, TRAINER: _____), and will attend a state training session.		

The current Chief Examiner must review and sign the following statement.  
**If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below.**

**CHIEF EXAMINER CERTIFICATION:** I hereby acknowledge that I have fully trained the applicant, and will continue to do so on an ongoing basis, on the policies, rules, and regulations set forth by the CA Department of Education and the GED Testing Service.

**APPLICANT CERTIFICATION:** I have read the "Responsibilities of GED Testing Centers in California: Criteria for Renewal and Approval," and the GED Examiner's Manual.

I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.

CHIEF EXAMINER OR ICAO SIGNATURE	DATE	APPLICANT SIGNATURE	DATE